

 Utah Department of Health & Human Services Licensing & Background Checks		Child Care OST Inspection Checklist Office of Licensing Division of Licensing and Background Checks				This inspection checklist is the tool OL licensors use to ensure consistency for every inspection. (Revised 11/2025)	
Facility Name:	Cottonwood Country Club - Camp Cottonwood	Facility ID:	(F26-145534)	Phone Number:	(877) 671-2267	Notes / Sticky Notes	
Address:	1780 E Lakewood Drive Holladay, UT 84117			Email Address:	katherine@kecamps.com		
Number of Rooms for Capacity:					30		
Director:	Taylor Orton	Approved Capacity:	30	Number of Rooms Used:	1		
License Expiration Date:	09/03/2026	Last Announced:	n/a	Last Unannounced Inspection:	n/a		
Please review the following items prior or during to the inspection: (Mark with a check mark if completed and make any necessary notes)				Please review the following items prior to or during the inspection: (Mark with a check mark if completed and make any necessary notes)			
☒	Was previous technical assistance given within the last 36 months?		nope		☒	Training assessed at this inspection?	
☒	Provider Code of Conduct and Client Rights				☒	Safety Glass	
☒	Facility Personnel Listed in UCCLAPP						
☒	Current Variances	nope		☒	Capacity at time of inspection <i>including</i> children being transported or on offsite activities		0
Number of children on offsite activities or being transported?							
Capacity including children being transported or on offsite activities							0
Inspection Information							
- All areas that are inaccessible to children in care must remain inaccessible for this inspection. During the inspection, the licensor will ask to have locked areas unlocked. All accessible areas must be compliant with all applicable rules during the inspection.							
- The licensor will email you this inspection checklist after the inspections is completed if requested.							
- You may submit feedback on this inspection through your Child Care Licensing Portal or at dlbc.utah.gov							
- These are initial observations and do not consitute a final inspection report.							
- An official inspection report will be sent to you once this inspection has been approved by OL management.							
- If the only potential rule noncompliances are documentation and/or records, please submit them to Licensing by the correction required date listed. A licensor may conduct a follow-up inspection to verify compliance and ensure compliance maintenance.							
Inspection Type:	Pre-License	Date:	5/19/2026	Time Started:	10:00 AM	Time Ended:	11:15 AM
Number of Rules Under Review:		8	Name of Individual Informed of this Inspection:		TJ and Trent		
Licensor(s) Conducting this Inspection:		Katie Adams		OL Staff Observing Inspection:	None	OL licensor reviewed compliance.	☒

RULES CHECKLIST									
Rule # R381 - 70	Rule Description		R	UR	NA	Compliance Required By Date:	Corrected During Inspection	Technical Assistance Given	Notes
	R = Reviewed UR = Under Review NA = Not Assessed during this inspection								
R381-70-Section 4. Fire and Other Health Inspections.			R	UR	NA	Date	CDI	TA	Notes
70-4(1)(a)-(h)		(1) If the local fire authority states in writing that an applicant for a new license or a renewal does not require a fire inspection, OL shall verify the applicant's compliance. ASK: Are you in compliance with your local fire authority?	☒	☐	☐		☐	☐	
70-4(2)(a)-(j)		(2) If an applicant for a new license or a renewal serves food and the local health department states in writing that a kitchen inspection is not required, OL shall verify the applicant's compliance. ASK: Are you in compliance with your local health department?	☒	☐	☐		☐	☐	
R381-70-Section 5. Immediate Closures.			R	UR	NA	Date	CDI	TA	Notes
70-5(1)		(1) In accordance with Rule R380-600, OL may order the immediate closure of a facility if conditions at the facility create a clear and present danger to any child in care.	☒	☐	☐		☐	☐	
R381-70-Section 6. Administration and Children's Records.			R	UR	NA	Date	CDI	TA	Notes
70-6(3)		(3) The provider shall protect children from conduct that endangers any child in the program, or is contrary to the health, welfare, and safety of the public.	☒	☐	☐		☐	☐	
70-6(6)		(6) The provider shall post their unaltered license on the facility premises in a place readily visible and accessible to the public.	☒	☐	☐		☐	☐	
70-6(8)		(8) The provider shall inform each parent and OL of any changes to the program's telephone number and other contact information within 48 hours of the change.	☒	☐	☐		☐	☐	
70-6(9)(a)(b)		(9) The provider shall: (a) have liability insurance, or (b) inform parents in writing that the provider does not have liability insurance.	☒	☐	☐		☐	☐	

70-6(10)		(10) The provider shall ensure that a parent completes an admission and health assessment form for their child before the child is admitted into the program.	☒	☐	☐		☐	☐	
70-6(11)(a)-(m)		(11) The provider shall ensure that each child's admission and health assessment form includes: (a) the child's name; (b) the child's date of birth; (c) each parent's name, address, and phone number, including a daytime phone number; (d) the names of individuals authorized by the parent to sign the child out from the facility; (e) the name, address, and phone number of an individual to be contacted if an emergency happens and the provider cannot contact the parent; (f) if available, the name, address, and phone number of an out-of-area emergency contact individual for the child; (g) the parent's permission for emergency transportation and emergency medical treatment; (h) any known allergy of the child; (i) any known food sensitivity of the child; (j) any chronic medical condition that the child may have; (k) any instructions for special or nonroutine daily health care of the child; (l) any current ongoing medication that the child may be taking; and (m) any other special health instructions for the caregiver.	☒	☐	☐		☐	☐	
70-6(12)(a)-(b)		(12) The provider shall ensure that the admission and health assessment form is: (a) reviewed, updated, and signed or initialed by the parent at least annually; and (b) kept on-site for review by OL.	☒	☐	☐		☐	☐	
R381-70-Section 7. Personnel and Training Requirements.			R	UR	NA	Date	CDI	TA	Notes
70-7(2)		(2) The provider shall ensure that the center has a qualified director.	☒	☐	☐		☐	☐	

70-7(3)(a)		(3) The provider shall ensure that the director: (a) completes at least ten hours of child-related training each year based on the facility's license date, or at least 45 minutes of child-related training each month they work, if hired partway through the facility's licensing year.	☒	☐	☐		☐	☐	
70-7(3)(b)(c)		(3) The provider shall ensure that the director : (b) completes the new director training offered by OL within 60 working days of assuming director duties; (c) if hired after January 1, 2023, has completed the 2-1/2 hour preservice training offered by OL;	☒	☐	☐		☐	☐	
70-7(5)		(5) The provider shall ensure that the director is on duty at the facility at least half of time the facility is open and has sufficient freedom from other responsibilities to manage the center and respond to emergencies.	☒	☐	☐		☐	☐	
70-7(6)		(6) The provider shall ensure that there is a director designee with authority to act on behalf of the director in the director's absence.	☒	☐	☐		☐	☐	
70-7(7)(a)		(7) The provider shall ensure that the director designee: (a) completes at least ten hours of child-related training each year based on the facility's license date, or at least 45 minutes of child-related training each month they work if hired partway through the facility's licensing year;	☒	☐	☐		☐	☐	
70-7(7)(b)		(7) The provider shall ensure that the director designee: (b) completes the director designee training offer by OL;	☒	☐	☐		☐	☐	
70-7(7)(c)		(7)The provider shall ensure that the director designee : (c) has current first aid and cardio pulmonary resuscitation (CPR) certification in accordance with Subsections R381-70-7(20 and (21).	☐	☒	☐		☐	☐	The provider needs to send a copy of the director designees CPR and first aid.
70-7(7)(d)		(7) The provider shall ensure that the director designee: (d) if hired after January 1, 2023, has completed the 2-1/2 hour preservice training offered by OL before becoming involved with child care;	☒	☐	☐		☐	☐	

70-7(8)		(8) The provider shall ensure that the director or the director designee is present at the facility during business hours.	☒	☐	☐		☐	☐	
70-7(9)(a)		(9) The provider shall ensure that each staff member working with a child: (a) complete at least ten hours of child care training each year , based on the facility's license date, or at least 45 minutes of child care training each month they work if hired partway through the facility's licensing year.	☒	☐	☐		☐	☐	
70-7(9)(b)		(b) completes the 2-1/2 hour preservice training offered by OL before becoming involved with child care;	☒	☐	☐		☐	☐	
70-7(9)(e)		(e) is introduced to other program staff and to the staff member's assigned group ;	☒	☐	☐		☐	☐	
70-7(9)(g)		(g) reviews the information in each child's health assessment in the staff member's assigned group, including allergies, food sensitivities, and other individual needs.	☒	☐	☐		☐	☐	
70-7(10)(a)		(10) The provider shall ensure that any other staff, including any driver, cook, and clerk: (a) completes the 2-1/2 hour preservice training offered by OL before becoming involved with child care;	☒	☐	☐		☐	☐	
70-7(11)		(11) The provider shall ensure that each volunteer is considered eligible by an OBP background check before becoming involved with child care.	☒	☐	☐		☐	☐	
70-7(12)		(12) The provider shall ensure that each guest or student intern who is registered and participating in a high school or college child care course wears a guest nametag .	☒	☐	☐		☐	☐	
70-7(13)(a)(b)		(13) The provider shall ensure that each household member who is: (a) 12 to 17 years old is considered eligible by an OBP background check; and (b) 18 years old or older is considered eligible by an OBP background check that includes fingerprints.	☒	☐	☐		☐	☐	

70-7(14)(a)(b)	(14) The provider shall ensure that an individual who provides an Individualized Educational Plan or Individualized Family Service plan services including any physical, occupational, or speech therapist: (a) provides identification before having access to the facility or to a child at the facility; and (b) has received the child's parent's permission for services to take place at the facility.	☒	☐	☐		☐	☐	
70-7(17)(a)(b)	(17) The provider shall ensure that annual child care training includes at least each topic listed in: (a) Sections R381-70-7 through R381-70-22; and (b) Subsections R381-70-7(16)(a) through (o).	☒	☐	☐		☐	☐	
70-7(18)(a)-(d)	(18) The provider shall ensure that documentation of each individual's annual child care training is on-site for review by the OL and includes the following: (a) date of the training; (b) name of the individual or organization that presented the training; (c) total hours or minutes of the training; and (d) training topic.	☒	☐	☐		☐	☐	
70-7(19)(a)-(c)	(19) The provider shall ensure that at least one staff member with a current Red Cross, American Heart Association, or equivalent pediatric first aid and CPR certification is present when a child is in care: (a) at each offsite activity; (b) at the facility; and (c) in each vehicle transporting a child.	☒	☐	☐		☐	☐	
70-7(20)	(20) The provider shall ensure that CPR certification includes hands-on testing.	☒	☐	☐		☐	☐	
70-7(21)(a)-(c)	(21) The provider shall ensure that the following records for each covered individual are on-site for review by OL: (a) the date of initial employment or association with the program; (b) a current pediatric first aid and CPR certification, if required in this rule; and (c) a six-week record of the times worked each day.	☒	☐	☐		☐	☐	
R381-70-Section 8. Background Checks.		R	UR	NA	Date	CDI	TA	Notes

70-8(1)(a)-(b)	(1) Before a new covered individual becomes involved with child care, the provider shall use the licensing provider portal search to verify that the individual is eligible and: (a) associate that individual with the provider's facility; or (b) not associate the individual if the individual is associated with another OL facility and the new individual will be at the facility for no more than one business day.	☐	☒	☐		☐	☐	
70-8(2)(a)-(c)	(2) Before a new covered individual who does not appear in the licensing provider portal search becomes involved with child care in the program, the provider must require the individual to submit an online background check application and fingerprints for any individual age 16 years old and older, except individuals 12-17 years old who are only listed as household members, and: (a) authorize the individual's background check through the licensing provider portal; (b) pay any required fees; and (c) only allow the individual to be involved with child care if they have an eligible OBP background check determination.	☐	☐	☒		☐	☐	There are no house hold members at the facility
70-8(4)(a)(b)	(4) Within ten working days from when a child who resides in the facility turns 12 years old, the provider shall ensure that an online background check application is submitted, and: (a) authorize the child's background check through the licensing providers portal; and (c) pay any required fee.	☒	☐	☐		☐	☐	
70-8(11)	(11) If a covered individual is considered not eligible by OBP, including that the individual has been convicted, has pleaded no contest, or is currently subject to a plea in abeyance or diversion agreement for a felony or misdemeanor, the provider shall prohibit that individual from being employed by the child care program or residing at the facility until the reason for the background check finding is resolved.	☒	☐	☐		☐	☐	
70-8(13)	(13) The provider and the covered individual shall notify OBP within 48 hours of becoming aware of a covered individual's arrest warrant, felony or misdemeanor arrest, charge, conviction, or LIS supported finding. Failure to notify OBP within 48 hours may result in disciplinary action, including license revocation.	☒	☐	☐		☐	☐	

R381-70-Section 9. Facility.		R	UR	NA	Date	CDI	TA	Notes
70-9(1)	P	☒	☐	☐		☐	☐	
70-9(4)		☒	☐	☐		☐	☐	
70-9(5)(a)(b)		☒	☐	☐		☐	☐	
70-9(6)		☒	☐	☐		☐	☐	
70-9(7)		☒	☐	☐		☐	☐	
70-9(8)		☒	☐	☐		☐	☐	
70-9(9)		☒	☐	☐		☐	☐	
70-9(10)(a)-(c)		☒	☐	☐		☐	☐	

70-9(11)	(11) The provider shall ensure that there are at least two working toilets and two working handwashing accessible to children in the center.	☒	☐	☐		☐	☐	
70-9(12)	(12) The provider shall ensure that there is at least one additional working toilet and one additional handwashing sink for each additional group of one to 25 children.	☒	☐	☐		☐	☐	
70-9(13)	(13) The provider shall ensure that there is a bathroom that provides privacy available for use by any child.	☒	☐	☐		☐	☐	
70-9(14)	(14) The provider shall ensure that any child outdoors is in an enclosed area, except during offsite activities.	☒	☐	☐		☐	☐	
70-9(15)(a)-(f)	(15) The provider shall ensure that the outdoor area: (a) has a fence, wall or solid natural barrier that is at least four feet high enclosing the outdoor area; (b) has at least 40 square feet of space for each child using the area at one time; (c) has no gaps five by five inches or greater in or under any fence or barrier; (d) has shade available to protect any child from excessive sun and heat when in the outdoor area; (e) is safely accessible to any child; and (f) the total square footage of the outdoor area accommodates at least one-third of the approved capacity at one time, or is at least 1,600 square feet.	☒	☐	☐		☐	☐	
70-9(16)(a)-(c)	(16) If there is a swimming pool on the premises that the provider does not empty after each use, the provider shall: (a) maintain the pool in a safe manner; (b) meet applicable state and local laws and ordinances related to the operation of a swimming pool; and (c) when not in use: (i) cover the pool with a commercially made safety enclosure that is installed according to the manufacturer's instructions or (ii) enclose the pool within at least a four-foot-high fence or solid barrier that is kept locked and that separates the pool from any other areas on the premises.	☒	☐	☐		☐	☐	

70-9(17)(a)-(f)		(17) The provider shall maintain any building and outdoor area in good repair and safe condition, including any: (a) ceiling, wall, and floor covering; (b) drape, blind, and other window covering; (c) entrance, exit, step, and walkway, including keeping them free of ice, snow, and other hazards; (d) furniture, toy, and material accessible to a child; (e) indoor and outdoor play equipment; and (f) lighting, bathroom, and other fixture.	☒	☐	☐		☐	☐	
70-9(18)(a)(b)		(18) The provider shall ensure that a protective barrier of at least three feet or higher exists for: (a) any accessible raised deck or balcony that is five feet or higher; and (b) any open stairwell that is five feet or deeper.	☒	☐	☐		☐	☐	
R381-70-Section 10. Ratios and Group Size.			R	UR	NA	Date	CDI	TA	Notes
70-10(1)		(1) The provider shall maintain the staff-to-child ratio of at least one staff member for every 20 children.	☒	☐	☐		☐	☐	
70-10(2)		(2) The provider may not exceed the maximum group size of 40 children per group.	☒	☐	☐		☐	☐	
70-10(3)		(3) The provider shall ensure that there are at least two staff members present when there are more than eight children on the premises.	☒	☐	☐		☐	☐	
70-10(4)(a)(b)		(4) The provider shall include any child of the provider or an employee: (a) in the group size when the parent of the child is working at the facility; and (b) in the group size and the staff-to-child ratio when the parent of the child is not working at the facility.	☒	☐	☐		☐	☐	
70-10(5)(a)-(c)		(5) The provider may include the following in the staff-to-child ratio any: (a) caregiver; (b) student intern who is registered in a high school or college child care course; and (c) volunteer who is 16 or 17 years old.	☒	☐	☐		☐	☐	

70-10(6)		(6) The provider shall ensure that any guest does not count in caregiver-to-child ratios.	☒	☐	☐		☐	☐	
R381-70-Section 11. Child Supervision and Security.			R	UR	NA	Date	CDI	TA	Notes
70-11(1)(a)-(f)		(1) The provider shall ensure that each staff member provides and maintains active supervision of each child, including: (a) being able to hear the children; (b) being aware of the entire group even when interacting with a smaller group or an individual child; (c) being close enough to intervene; (d) focusing attention on the children and not on the staff's personal interests; (e) knowing the number of children in their assigned group at any time; and (f) positioning themselves so each child in their assigned group is actively supervised.	☒	☐	☐		☐	☐	
70-11(2)(a)-(c)		(2) The provider shall ensure a 16 or 17 year old staff or household member may only have unsupervised contact with a child in care, including during offsite activities and transportation, if: (a) the director or the director designee is physically present and available as needed; (b) the staff or household member is left unsupervised for no more than two consecutive hours per group; and (c) the staff or household member is not a volunteer.	☒	☐	☐		☐	☐	
70-11(3)		(3) The provider shall not assign a staff member, volunteer, and household member who is younger than 16 years old to care for or supervise any child in care.	☒	☐	☐		☐	☐	
70-11(4)		(4) The provider shall ensure that any guest or student intern who is registered and participating in a high school or college child care course does not have unsupervised contact with any child in care, including during any offsite activity and transportation.	☒	☐	☐		☐	☐	
70-11(5)		(5) The provider shall ensure that any parent of a child in care does not have unsupervised contact with any child in care, except with their own child.	☒	☐	☐		☐	☐	

70-11(6)	(6) The provider shall ensure that a parent has access to their child and the areas used to care for their child when their child is in care.	☒	☐	☐		☐	☐	
70-11(7)(a)-(f)	(7) To maintain security and supervision of children, the provider shall ensure that: (a) any individual signing a child in and out uses an identifier, including a signature, initials, or electronic code; (b) each child is signed in and out in accordance with this section; (c) only a child's parent or an individual with written authorization from the parent may sign-out a child; (d) photo identification is required if the individual signing the child out is unknown to the provider; (e) the sign-in and sign-out records include the date and time each child arrives and leaves; and (f) there is written permission from the child's parent if children sign themselves in or out.	☒	☐	☐		☐	☐	
70-11(9)	(9) The provider shall ensure that a six-week record of each child's daily attendance, including sign-in and sign-out records, is kept on-site for review by the OL.	☒	☐	☐		☐	☐	
R381-70-Section 12. Child Guidance and Interaction.		R	UR	NA	Date	CDI	TA	Notes
70-12(1)	(1) The provider shall ensure that no child is subjected to physical, emotional, or sexual abuse while in the program.	☒	☐	☐		☐	☐	
70-12(2)	(2) The provider shall inform each child, each parent, and anyone who interacts with any child in care of the center's behavioral expectations and how any misbehavior will be handled.	☒	☐	☐		☐	☐	
70-12(3)	(3) The provider shall ensure that any individual who interacts with a child guides the child's behavior by using positive reinforcement, redirection, and by setting clear limits that promote the child's ability to become self-disciplined.	☒	☐	☐		☐	☐	
70-12(4)	(4) The provider shall ensure that each staff uses gentle, passive restraint with a child only when it is needed to protect a child from injuring themselves or others, or to stop a child from destroying property.	☒	☐	☐		☐	☐	

70-12(5)(a)-(g)	(5) The provider shall ensure that each interaction with the child does not include: (a) any action that produces physical pain or discomfort, including hitting, spanking, shaking, biting, or pinching; (b) any form of corporal punishment; (c) any form of emotional mistreatment; (d) confining a child in a closet, locked room, or other enclosure including a box, cupboard, or cage; (e) forcing or withholding food, rest, or toileting; (f) restraining a child's movement by binding, tying, or any other form of restraint that exceeds gentle, passive restraint; or (g) shouting at children.	☒	☐	☐		☐	☐	
70-12(6)	(6) Any individual who witnesses or suspects that a child has been subjected to abuse, neglect, or exploitation shall immediately notify Child Protective Services or law enforcement as required in Section 80-2-602 .	☒	☐	☐		☐	☐	
R381-70-Section 13. Child Safety and Injury Prevention.		R	UR	NA	Date	CDI	TA	Notes
70-13(1)	(1) The provider shall ensure that any child and staff use each building, outdoor area, toy, and any equipment safely and as intended by the manufacturer to prevent injury to children.	☒	☐	☐		☐	☐	
70-13(2)	(2) The provider shall ensure that any poisonous or harmful plant is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(3)	(3) The provider shall ensure that any razor and any other similar blade is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(4)	(4) The provider shall ensure that any strangulation hazard including any rope, cord, chain, and wire attached to a structure and long enough to encircle a child's neck is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(5)	(5) The provider shall ensure that any tripping hazard including unsecured flooring, any rug with a curled edge, or cord in a walkway are inaccessible to children.	☒	☐	☐		☐	☐	
70-13(6)	(6) The provider shall ensure that exits are free of any blocking objects.	☒	☐	☐		☐	☐	

70-13(7)		(7) The provider shall ensure that standing water that measures two inches or deeper and five by five inches or greater in diameter is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(8)(a)-(d)		(8) The provider shall ensure that any toxic or hazardous chemical, including cleaner, insecticide, lawn product, and flammable, corrosive, and reactive material is: (a) disposed of properly; (b) inaccessible to any child; (c) stored in a container labeled with the contents of the container; and (d) used according to manufacturer instructions.	☒	☐	☐		☐	☐	
70-13(9)(a)-(e)		(9) The provider shall ensure that the following items are inaccessible to children: (a) cigarette lighters; (b) hot wax or other hot substances; (c) matches; (d) open flames; and (e) when in use, portable space heaters, wood burning stoves, and fireplaces.	☒	☐	☐		☐	☐	
70-13(10)		(10) The provider shall ensure that any live electrical wire is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(11)(a)(b)		(11) Unless used and stored as allowed by any state or federal law, the provider shall ensure that any firearm including a gun, muzzleloader, rifle, shotgun, handgun, pistol, and automatic gun, is: (a) locked in a cabinet or area using a key, combination lock, or fingerprint lock; and (b) stored unloaded and separate from ammunition.	☒	☐	☐		☐	☐	
70-13(12)		(12) The provider shall ensure that any weapon, including a paintball gun, BB gun, airsoft gun, sling shot, arrow, and mace is inaccessible to children.	☒	☐	☐		☐	☐	
70-13(13)		(13) The provider shall ensure that any alcohol, illegal substance, and sexually explicit material is inaccessible and not used on the premises, during any offsite activity, or in any center vehicle any time a child is present.	☒	☐	☐		☐	☐	

70-13(14)	(14) The provider shall ensure that an outdoor source of drinking water, including individually labeled water bottles, a pitcher of water and individual cups, or a working water fountain, is available to each child when the outside temperature is 75 degrees Fahrenheit or higher.	☒	☐	☐		☐	☐	
70-13(15)	(15) The provider shall ensure that each area accessible to a child is free of any heavy or unstable object that a child could pull down on themselves, including any furniture, unsecured television, and standing ladder.	☒	☐	☐		☐	☐	
70-13(16)	(16) The provider shall ensure that hot water accessible to a child does not exceed 120 degrees Fahrenheit.	☒	☐	☐		☐	☐	
70-13(17)(a)-(d)	(17) The provider shall ensure that any tobacco, e-cigarette, e-juice, e-liquid, or similar product is inaccessible and, in compliance with Title 26, Chapter 38, Utah Indoor Clean Air Act, is not used: (a) in a facility or any other building when a child is in care; (b) in any vehicle that is being used to transport a child in care; (c) in any outdoor area or within 25 feet of any outdoor area occupied by a child in care; or (d) within 25 feet of any entrance to the facility or other building occupied by children.	☒	☐	☐		☐	☐	
R381-70-Section 14. Emergency Preparedness, Response, and Recovery.		R	UR	NA	Date	CDI	TA	Notes
70-14(1)(a)-(d)	(1) The provider shall develop and follow a written emergency preparedness, response, and recovery plan that: (a) includes a procedure for: (i) accommodating a child with a chronic medical condition; (ii) accommodating a child with a disability; (iii) communication with and reunification of families; (iv) continuity of operations; (v) evacuation; (vi) lockdown; (vii) relocation; and (viii) shelter in place (b) includes instructions to follow if there is an allergy, serious reaction to food, or any other trigger that may affect a child's health; (c) is available for review by any parent, staff member, and OL during business hours; and (e) is followed if an emergency happens, unless otherwise instructed by emergency personnel.	☐	☒	☐		☐	☐	

70-14(2)	(2) The provider shall post the center's street address and any emergency numbers, including at least fire, police, and poison control, near each telephone in the center or in an area clearly visible to anyone needing the information.	☐	☒	☐		☐	☐	
70-14(3)	(3) The provider shall keep first aid supplies in the center, including at least antiseptic, bandages, and tweezers.	☒	☐	☐		☐	☐	
70-14(4)	(4) The provider shall conduct a fire evacuation drill monthly and make sure each drill includes a complete exit of each child, staff, and volunteer from the building.	☒	☐	☐		☐	☐	
70-14(5)(a)-(e)	(5) The provider shall document each fire drill, including: (a) any problems encountered and remediation; (b) the date and time of the drill; (c) the name of the individual supervising the drill; (d) the number of children participating; and (e) the total time to complete the evacuation.	☒	☐	☐		☐	☐	
70-14(6)	(6) The provider shall conduct a drill for disasters, other than fires, at least once every six months.	☒	☐	☐		☐	☐	
70-14(7)(a)-(e)	(7) The provider shall document each disaster drill, including: (a) any problems encountered and remediation; (b) the date and time of the drill; (c) the name of the individual supervising the drill; (d) the number of children participating; and (e) the type of disaster, including earthquake, flood, prolonged power or water outage, or tornado.	☒	☐	☐		☐	☐	
70-14(8)	(8) The provider shall vary the days and times when fire and other disaster drills are held.	☒	☐	☐		☐	☐	

70-14(9)		(9) The provider shall keep documentation of the previous 12 months of fire and disaster drills on-site for review by OL.	☒	☐	☐		☐	☐	
70-14(10)(a)-(c)		(10) The provider shall: (a) give each parent a written report on the day of occurrence of each incident, accident, or injury involving their child; (b) ensure the report has the signatures of the staff members involved, the center director or director designee, and the individual picking up the child; and (c) if a school-age child signs themselves out of the center, send a copy of the report to the parent on the day following the occurrence. ASK if this is being done.	☒	☐	☐		☐	☐	
70-14(13)		(13) If a child is injured while in care and receives medical attention, or for a child fatality, the provider shall submit a critical incident report form to OL within one business day.	☒	☐	☐		☐	☐	
70-14(14)		(14) The provider shall keep a six-week record of each incident, accident, and injury report on-site for review by OL.	☒	☐	☐		☐	☐	
R381-70-Section 15. Health and Infection Control.			R	UR	NA	Date	CDI	TA	Notes
70-15(1)(a)-(f)		(1) The provider shall keep the building, furnishings, equipment, and outdoor including keeping: (a) any frequently touched surface, including each doorknob and light switch, clean and sanitized; (b) each area and any equipment used for the storage, preparation, and service of food clean and sanitized; (c) each surface free of rotting food or a build-up of food; (d) each wall and floor clean and free of spills, dirt, and grime; (e) the building and grounds free of a build-up of litter and garbage; and (f) the building and grounds free of animal feces.	☒	☐	☐		☐	☐	

70-15(2)		(2) The provider shall take safe and effective measures to prevent and eliminate the presence of insects, rodents, and other pests.	☒	☐	☐		☐	☐	
70-15(3)(a)-(b)		(3) The provider shall clean and sanitize any toy and material used by a child: (a) at least once a week or more often if needed; and (b) after being contaminated by a body fluid.	☒	☐	☐		☐	☐	
70-15(4)		(4) The provider shall ensure that any fabric toy and item including any stuffed animal, cloth doll, pillow cover, and dress-up clothing is machine washable and if used, washed at least each week or as needed.	☒	☐	☐		☐	☐	
70-15(5)		(5) The provider shall clean and sanitize each water play table or tub daily if used by a child.	☒	☐	☐		☐	☐	
70-15(6)		(6) The provider shall clean and sanitize each bathroom surface including each toilet, sink, faucet, toilet and sink handle, and counter each business day.	☒	☐	☐		☐	☐	
70-15(7)		(7) The provider shall ensure that toilet paper is accessible and kept in a dispenser that is accessible to each child.	☒	☐	☐		☐	☐	
70-15(8)		(8) The provider shall post handwashing procedures that are readily visible from each handwashing sink and shall ensure that each staff follow the procedures.	☐	☒	☐		☐	☐	
70-15(9)(a)-(g)		(9) The provider shall ensure that each staff member and volunteer washes their hands thoroughly with liquid soap and running water: (a) after cleaning up or taking out garbage; (b) after contact with a body fluid; (c) after using the toilet or helping a child use the toilet; (d) before and after eating meals and snacks or feeding a child; (e) before handling or preparing food; (f) upon arrival; and (g) when coming in from outdoors.	☒	☐	☐		☐	☐	

70-15(11)(a)-(f)	(11) The provider shall ensure that each child washes their hands thoroughly with liquid soap and running water: (a) after contact with a body fluid; (b) after using the toilet; (c) before and after eating meals and snacks; (d) before using a water play table or tub; (e) upon arrival; and (f) when coming in from outdoors.	☒	☐	☐		☐	☐	
70-15(12)	(12) The provider shall ensure that only single-use towels from a covered dispenser or an electric hand dryer are used to dry hands.	☒	☐	☐		☐	☐	
70-15(13)	(13) The provider shall ensure that any personal hygiene items, including a toothbrush, comb, and hair accessory, are not shared and are stored so they do not touch each other or they are sanitized between each use.	☒	☐	☐		☐	☐	
70-15(14)	(14) The provider shall ensure the prompt change of a child's clothing if the child has a toileting accident.	☒	☐	☐		☐	☐	
70-15(15)(a)-(c)	(15) The provider shall ensure that a child's clothing that is wet or soiled from a body fluid is: (a) not rinsed or washed at the center; (b) placed in a leakproof container that is labeled with the child's name; and (c) returned to the parent or thrown away with parental consent.	☒	☐	☐		☐	☐	
70-15(17)	(17) The provider may not care for a child who is ill with an infectious disease at the center except when the child shows signs of illness after arriving at the center.	☒	☐	☐		☐	☐	
70-15(18)(a)-(b)	(18) If a child becomes ill while in care: (a) the provider shall contact the child's parent or, if the parent cannot be reached, an individual listed as the emergency contact, to immediately pick up the child; and (b) if the child is ill with an infectious disease, the provider shall make the child comfortable in a safe, supervised area that is separated from any other child until the parent arrives.	☒	☐	☐		☐	☐	

70-15(21)(a)-(c)	(21) To prevent contamination of food, the spread of foodborne illnesses, and other diseases, the provider shall ensure that: (a) an individual who cares for any diapered child only prepares food for the other children in their care, and they do not: (i) prepare food outside of the room used by any diapered child; or (ii) prepare food for any other child and adult in the facility; (b) an individual who prepares food in the kitchen does not help in toileting any child; and (c) an individual with an infectious disease, or showing symptoms including diarrhea, fever, coughing, or vomiting does not prepare or serve foods.	☒	☐	☐		☐	☐	
R381-70-Section 16. Food and Nutrition.		R	UR	NA	Date	CDI	TA	Notes
70-16(1)	(1) The provider shall ensure that each child is offered a meal or snack at least once every three hours when services are provided for three or more hours.	☒	☐	☐		☐	☐	
70-16(2)(a)-(e)	(2) If the provider supplies food for a child's meals or snacks, the provider shall ensure that: (a) the meal service meets local health department food service rules; (b) the foods that are served meet the nutritional requirements of the USDA Child and Adult Care Food Program (CACFP) whether or not the provider participates in the CACFP; (c) the provider uses the CACFP meal pattern requirements, the standard OL-approved menus, or menus approved by a registered dietitian, and that dietitian approval is noted and dated on the menus, and current within the past five years; (d) the current week's menu is posted for review by parents and OL; and (e) if not participating or in good standing with the CACFP, keep a six-week record of foods served at each meal and snack.	☐	☒	☐		☐	☐	
70-16(3)(a)-(b)	(3) The provider shall ensure that the individual who serves food to children: (a) is aware of each child in their assigned group who has any food allergy or sensitivity; and (b) ensures that a child is not served the food that the child is allergic or sensitive to.	☒	☐	☐		☐	☐	

70-16(4)	(4) The provider may not place a child's food on a bare table, and shall serve a child's food on a dish, napkin, or sanitary highchair tray, except an individual finger food, including a cracker, that may be placed directly in a child's hand.	☒	☐	☐		☐	☐	
70-16(5)(a)-(c)	(5) If a parent brings food and drink for their child's use, the provider shall ensure that the food and drink is: (a) consumed only by that child; (b) labeled with the child's name; and (c) refrigerated if needed.	☒	☐	☐		☐	☐	
R381-70-Section 17. Medications.		☒	Check here if there are NO Medications on the premises and the provider does not administer medications					
70-17(1)	(1) The provider shall lock any nonrefrigerated medication or store it at least 48 inches above the floor.	☐	☐	☐		☐	☐	
70-17(2)	(2) The provider shall lock any refrigerated medication or store them at least 36 inches above the floor and, if liquid, store them in a separate leakproof container.	☐	☐	☐		☐	☐	
70-17(3)(a)-(c)	(3) If a parent supplies any over-the-counter or prescription medication, the provider shall ensure that medication: (a) is labeled with the child's full name; (b) is stored in the original or pharmacy container; and (c) has the original label.	☐	☐	☐		☐	☐	
70-17(4)	(4) The provider shall obtain written a medication permission form completed and signed by the parent before administering any medication supplied by the parent for their child.	☐	☐	☐		☐	☐	
70-17(5)(a)-(d)	(5) The provider shall ensure that the <u>medication permission form includes</u> at least: (a) a parent signature and the date signed; (b) any written instructions for administration; (c) the name of the child; and (d) the name of the medication.	☐	☐	☐		☐	☐	

70-17(6)(a)-(d)	(6) The provider shall ensure that instructions for administering the medication include at least: (a) how the medication will be given; (b) the disease or condition being treated; (c) the dosage; and (d) the times and dates to administer the medication.	☐	☐	☐		☐	☐	
70-17(9)(a)-(c)	(9) The provider shall ensure that immediately after administering a medication, the staff giving the medication records: (a) any error in administering the medication or adverse reactions; (b) the date, time, and dosage of the medication given; and (c) their signature or initials.	☐	☐	☐		☐	☐	
70-17(12)	(12) The provider shall keep a six-week record of medication permission and administration forms on-site for review by OL.	☐	☐	☐		☐	☐	
R381-70-Section 18. Activities.		R	UR	NA	Date	CDI	TA	Notes
70-18(1)	(1) The provider shall offer daily activities that support each child's healthy physical, social, emotional, cognitive, and language development.	☒	☐	☐		☐	☐	
70-18(2)	(2) The provider shall ensure that daily activities include outdoor play as weather and air quality allow.	☒	☐	☐		☐	☐	
70-18(3)	(3) The provider shall ensure that physical development activities include light, moderate, and vigorous physical activity for a daily total of at least 15 minutes for every two hours children spend in the program.	☒	☐	☐		☐	☐	
70-18(4)(a)(b)	(4) The provider shall <u>post a daily schedule that includes:</u> (a) activities that support a child's healthy development; and (b) the times activities occur including at least meal, snack, and outdoor play times.	☐	☒	☐		☐	☐	
70-18(5)	(5) The provider shall ensure that any toy, material, and equipment needed to support a child's healthy development are available to each child.	☒	☐	☐		☐	☐	

70-18(6)	(6) Except for occasional special events, the provider shall ensure that each child's primary screen time activity on media, including any television, cell phone, tablet, and computer, is planned to address the needs of each child.	☒	☐	☐		☐	☐	
70-18(7)(a)-(d)	(7) If the provider offers swimming activities or if a wading pool is used, the provider shall ensure that: (a) a staff member stays at the pool supervising when a child is in the pool or has access to the pool, and when an accessible pool has water in it; (b) each lifeguard and pool personnel does not count toward the staff-to-child ratio. (c) if the pool is deeper than four feet, there is a lifeguard on duty who is certified by the Red Cross or other approved certification program any time a child has access to the pool; and (d) the parent gives permission before their child in care uses the pool.	☒	☐	☐		☐	☐	
70-18(8)(a)-(f)	(8) If the provider offers offsite activities, the provider shall ensure that: (a) a child's name is not used on a nametag, t-shirt, or in other visible way; (b) each child wears or carries with them the name and phone number of the center; (c) first aid supplies, including at least antiseptic, bandages, and tweezers are available; (d) the child's parent gives written consent before each activity; (e) the required staff-to-child ratio and supervision are maintained during the entire activity; and (f) there is a way for each child and staff member to wash their hands with soap and water, or, if there is no source of running water, with a wet wipe and or sanitizer.	☐	☐	☒		☐	☐	
70-18(9)(a)-(e)	(9) The provider shall ensure that a staff member with the children takes the written emergency information and releases for each child in the group on each offsite activity, and that the information includes at least: (a) the child's name; (b) the parent's name and phone number; (c) the name and phone number of an individual to notify if an emergency happens and the parent cannot be contacted; (d) the names of people authorized by the parents to pick up the child; and (e) current emergency medical treatment and emergency medical transportation releases.	☐	☐	☒		☐	☐	

R381-70-Section 19. Play Equipment.			☐	Check here if there is no play equipment					
			☐	Check here is provider has unitary, tiles or pour-in-place cushioning (No measurement needed)					
			☐	Check here is cushioning could not be checked due to frozen ground					
70-19(1)		(1) The provider shall ensure that each child using play equipment uses it safely and as intended by the manufacturer	☒	☐	☐		☐	☐	
70-19(2)(a)(b)		(2) The provider shall ensure that: (a) <u>stationary play equipment has a surrounding use zone</u> that extends from the outermost edge of the equipment; and (b) with the exception of a swing, stationary play equipment has at least a six-foot use zone if any designated play surface is higher than 30 inches.	☒	☐	☐		☐	☐	
70-19(3)		(3) The provider shall ensure that the use zone in the front and rear of a single-axis swing extends at least twice the distance of the swing pivot point to the ground.	☒	☐	☐		☐	☐	
70-19(4)		(4) The provider shall ensure that the <u>use zone for a multi-axis swing</u> , including a tire swing, extends at least the measurement of the suspending rope or chain plus six feet.	☒	☐	☐		☐	☐	
70-19(5)		(5) The provider shall ensure that the <u>use zone for a merry-go-round</u> extends at least six feet in any direction from its outermost edge.	☒	☐	☐		☐	☐	
70-19(6)(a)(b)		(6) The provider shall ensure that the <u>use zone for a spring rocker</u> extends: (a) at least three feet from the outermost edge of the rocker when at rest; or (b) at least six feet from the outermost edge of the rocker when at rest if the seat is higher than 20 inches.	☒	☐	☐		☐	☐	

70-19(7)(a)-(d)	(7) The provider shall ensure that each use zone does not overlap with the use zone of any other piece of play equipment when the use zone is: (a) in front of a slide; (b) in the front and rear of any single-axis swing, including a single-axis enclosed swing; (c) that of a multi-axis swing; and (d) that of a merry-go-round, if the platform diameter measures 20 inches or more.	☒	☐	☐		☐	☐	
70-19(8)(a)(b)	(8) Unless prohibited in Subsection R38170-19(7), the provider shall ensure that the use zones of play equipment only overlap when: (a) there is at least six feet between each piece of equipment if the designated play surface is 30 inches or lower; or (b) there is at least nine feet between the pieces of equipment if the designated play surface is higher than 30 inches.	☒	☐	☐		☐	☐	
70-19(9)	(9) The provider shall ensure that, when in use, stationary play equipment is not placed on a hard surface, including concrete, asphalt, dirt, and the bare floor.	☒	☐	☐		☐	☐	
70-19(10)	(10) The provider shall ensure that protective cushioning covers the entire surface of each required use zone and that its depth or thickness is determined by the highest designated play surface of the equipment.	☒	☐	☐		☐	☐	
70-19(11)(a)-(c)	(11) If the provider uses sand, gravel, or shredded tires as protective cushioning, the provider shall ensure that: (a) the cushioning is periodically checked for compaction and if compacted, loosened to the depth listed in Table 1; (b) if the material cannot be loosened to the depth listed in Table 1 due to extreme weather conditions, a child may not play on the equipment until the material can be loosened to the required depth; and (c) the depth of the material meets the guidelines in Table 1. ***PLEASE see Table 1***	☒	☐	☐		☐	☐	

70-19(12)(a)-(c)	(12) If the provider uses shredded wood products as protective cushioning, the provider shall: (a) ensure the depth of the shredded wood meets the guidelines in Table 2. (b) ensure there is adequate drainage under the material; and (c) keep on-site for review by OL documentation from the manufacturer that the wood product is protective cushioning; ***PLEASE see Table 2***	☐	☒	☐		☐	☐	The wood products needs to meet the depth.
70-19(13)	(13) If the provider uses a <u>unitary cushioning</u> , the provider shall keep on-site for review by OL documentation from the manufacturer specifying that the material is playground cushioning.	☒	☐	☐		☐	☐	
70-19(14)(a)(b)	(14) If the provider uses a unitary cushioning, the provider shall ensure that the cushioning material is securely installed, so that it cannot become: (a) displaced when a child jumps, runs, walks, lands, or moves on it; or (b) moved or picked up by a child.	☒	☐	☐		☐	☐	
70-19(15)	(15) The provider shall ensure that a <u>play equipment platform</u> that is more than 48 inches above the floor or ground has a protective barrier that is at least 38 inches high.	☒	☐	☐		☐	☐	
70-19(16)	(16) The provider shall ensure that there is no gap greater than 3-1/2 inches in or under a required protective barrier on a play equipment platform.	☒	☐	☐		☐	☐	
70-19(17)	(17) The provider shall ensure that stationary play equipment is stable or securely anchored.	☒	☐	☐		☐	☐	
70-19(18)	(18) The provider shall ensure that there is no trampoline on the premises that is accessible to any child in care.	☒	☐	☐		☐	☐	
70-19(19)	(19) The provider shall ensure that there is <u>no entrapment hazard</u> on or within the use zone of any piece of stationary play equipment.	☒	☐	☐		☐	☐	
70-19(20)	(20) The provider shall ensure that there is <u>no strangulation hazard</u> on or within the use zone of any piece of stationary play equipment.	☒	☐	☐		☐	☐	

70-19(21)	(21) The provider shall ensure that there is <u>no crush, shearing, or sharp edge hazard</u> on or within the use zone of any piece of stationary play equipment.	☒	☐	☐		☐	☐	
70-19(22)	(22) The provider shall ensure that there is <u>no tripping hazard</u> including concrete footing, tree stump, tree root, or rock within the use zone of any piece of stationary play equipment.	☒	☐	☐		☐	☐	
R381-70-Section 20. Transportation.		☒	Check here if the provider does not transport children					
70-20(1)(a)(b)	(1) For each child that the provider transports , the provider shall obtain a transportation permission form that is: (a) signed by a parent; and (b) on-site for review by OL.	☐	☐	☐		☐	☐	
70-20(2)(a)-(e)	(2) The provider shall ensure that each vehicle used for transporting children: (a) is enclosed with a roof or top; (b) is equipped with safety restraints; (c) has a current vehicle registration; (d) is maintained in a safe and clean condition; and (e) contains first aid supplies, including at least antiseptic, bandages, and tweezers.	☐	☐	☐		☐	☐	
70-20(3)(a)-(c)	(3) The provider shall ensure that the safety restraints in each vehicle that transports children are: (a) appropriate for the age and size of each child who is transported, as required by law; (b) properly installed; and (c) in safe condition and working order.	☐	☐	☐		☐	☐	

70-20(4)(a)-(i)	(4) The provider shall ensure that the driver of each vehicle who is transporting children: (a) is at least 18 years old; (b) has and carries with them a current, valid driver's license for the type of vehicle being driven; (c) has with them the written emergency contact information outlined in Subsection R381-70-18(9) for each child being transported; (d) ensures that each child being transported is in an individual safety restraint as required by law; (e) ensures that the inside vehicle temperature is between 60 and 85 degrees Fahrenheit; (f) ensures that each child stay seated while the vehicle is moving; (g) ensures that the vehicle is locked during transport; (h) never leaves a child in the vehicle unattended by an adult; and (i) never leaves the keys in the ignition when not in the driver's seat.	☐	☐	☐		☐	☐	
70-20(5)(a)-(d)	(5) If the provider walks or uses public transportation to transport a child to or from the facility, the provider shall ensure that: (a) each child being transported has a completed transportation permission form signed by their parent; (b) a staff member goes with and actively supervises each child; (c) a staff member transporting a child has emergency contact information outlined in Subsection R381-70-18(9) and a release for each child being transported; and (d) the staff-to-child ratio is maintained.	☐	☐	☐		☐	☐	
70-20(6)(a)-(b)	(6) The provider shall: (a) have transport liability insurance; or (b) inform parents in writing that the provider does not have transport liability insurance.	☐	☐	☐		☐	☐	
70-20(7)	(7) Section R381-70-20 only applies to providers who offer transportation services.	☐	☐	☐		☐	☐	
R381-70-Section 21. Animals.		☒	Please check this box if there are no animals on the premises					
70-21(1)	(1) The provider shall inform each parent of the kinds of animals allowed at the facility.	☐	☐	☐		☐	☐	

70-21(2)(a)-(c)	(2) The provider shall ensure that there is no animal on the premises that: (a) has a history of biting even one individual; (b) has a history of dangerous, attacking, or aggressive behavior; or (c) is naturally aggressive.	☐	☐	☐		☐	☐	
70-21(3)	(3) The provider shall ensure that any animal at the facility is clean and free of obvious disease or health problem that could adversely affect a child.	☐	☐	☐		☐	☐	
70-21(4)	(4) The provider shall ensure that there is no animal or animal equipment in food preparation or eating areas.	☐	☐	☐		☐	☐	
70-21(5)	(5) If children help in the cleaning of animals or animal equipment, the provider shall ensure that the children wash their hands immediately after cleaning the animal or equipment.	☐	☐	☐		☐	☐	
70-21(6)	(6) The provider shall ensure that each child and staff wash their hands immediately after playing with or touching any reptile or amphibian.	☐	☐	☐		☐	☐	
70-21(7)	(7) The provider shall ensure that any dog, cat, or ferret that the facility houses have current rabies vaccinations.	☐	☐	☐		☐	☐	
70-21(8)	(8) The provider shall keep current animal vaccination records on-site for review by OL.	☐	☐	☐		☐	☐	
R381-70-Section 22. Compliance.		R	UR	NA	Date	CDI	TA	Notes
70-22	Any person who violates this rule may be subject to the penalties in Rule R380-600 and Title 26B, Chapter 2, Part 7, Penalties and Investigations.	☒	☐	☐		☐	☐	